

Lois Ann Day, Director
Authorized Signature

Number: CW-AR-12-005
Issue Date: 06/15/2012

Topic: Foster Care

Due Date: 06/15/2012

Subject: Financial Tracking Requirements for certified families paid through ODDS

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Action Required:

The Child Welfare program has been asked by ODDS and, through this Action Request, is providing information to all child welfare certifiers of additional requirements of any foster parent or relative caregiver certified by the Department Child Welfare Program when caring for a child whose payment is covered through the Office of Development Disabilities Services. The foster parent or relative caregiver must comply with Offices of Developmental Disability Services (ODDS) requirements for documentation of a child's financial records. These requirements are outlined in Chapter 411 of Oregon Administrative Rules (please see below) and in the Medicaid Provider Enrollment Agreement (PEA) (SDS 0738), the foster parent or relative caregiver signs when accepting payment through ODDS for the child in their care.

1. ODDS wants to emphasize that the financial record requirements must be followed. A copy of the Individual Financial Record is attached to this AR.
2. ODDS will be conducting random audits of financial records for children in foster care paid by ODDS. These audits determine whether financial records of the child's SSI income comply with the financial record keeping requirements.
3. In the course of the random audits, ODDS staff may ask for assistance from Child Welfare certifiers in communicating with a certified family when deficiencies in financial tracking are identified.
4. In the event that financial record keeping or other PEA requirements with which the

foster parent or relative caregiver does not comply, ODDS may take action to discontinue payments.

5. The Well Being Unit will invite Diana Jacobsen from ODDS to the next scheduled certification quarterly meetings to review these requirements and serve as a resource to provide additional information to certification staff.

The requirements in the ODDS administrative rule: OAR 411-346-0190 (11)(f-j). (f)(i) and (j)

411-346-0190 Standards and Practices for Care and Services

(11) Child Records:

(f) FINANCIAL RECORDS.

(A) The foster provider must maintain a separate financial record for each child. Errors must be corrected with a single strike through and initialed by the person making the correction. The financial record must include:

- (i) The date, amount, and source of all income received on behalf of the child;
- (ii) The room and board fee that is paid to the provider at the beginning of each month;
- (iii) The date, amounts, and purpose of funds disbursed on behalf of the child; and
- (iv) The signature of the person making the entry.

(B) Any single transaction over \$25 purchased with the child's personal funds, unless otherwise indicated in the child's ISP, must be documented including receipts in the child's financial record.

(C) The child's ISP team may address how the child's personal spending money shall be managed.

(D) If the child has a separate commercial bank account, records from that account must be maintained with the financial record.

(E) The child's personal funds must be maintained in a safe manner and separate from other members of the household funds.

(F) Misuse of funds may be cause for suspension, revocation, or denial of renewal of the child foster home certificate.

(g) PERSONAL PROPERTY RECORD.

(A) The foster provider must maintain a written record of each child's property of monetary value of more than \$25 or that has significant personal value to the child, parent, or guardian, or as determined by the ISP team. Errors must be corrected with a single strike through and initialed by the person making the correction.

(B) Personal property records are not required for children who have a court approved Permanent Foster Care contract agreement unless requested by the child's guardian.

(C) The personal property record must include:

- (i) The description and identifying number, if any;

(ii) The date when the child brought in the personal property or made a new purchase;

(iii) The date and reason for the removal from the record; and

(iv) The signature of the person making the entry.

(i) Child records must be available to representatives of the Department, the certifier, and DHS-CW conducting inspections or investigations, as well as to the child, if appropriate, and the guardian, or other legally authorized persons.

(j) Child records must be kept for a period of three years. If a child moves or the foster home closes, copies of pertinent information must be transferred to the child's new home.

Reason for Action:

In December 2011, ODDS received the results of an onsite audit by the Social Security Administration (SSA) that occurred in July 2011. The audit reviewed documentation of funds for children for whom ODDS serves as protective payee.

The audit found significant deficiencies in care providers' (Foster Care and Children's Residential Services) documentation of the children's personal funds. As a result of the audit, ODDS is implementing these actions.

Field/Stakeholder review: ☐ Yes ☒ No

If you have any questions about this action request, contact:

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